

HOW TO CREATE A NEW TEAMS MEETING

Designed For: **UWTSD/IT**

Designed By: **GEORGE ANTONIO CAMPEAN/2516676**

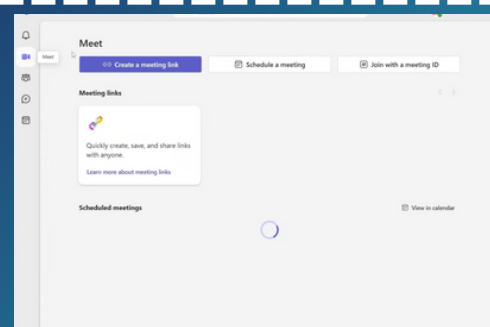
1

Open the MEET app by clicking on the icon shown below on your laptop/pc.



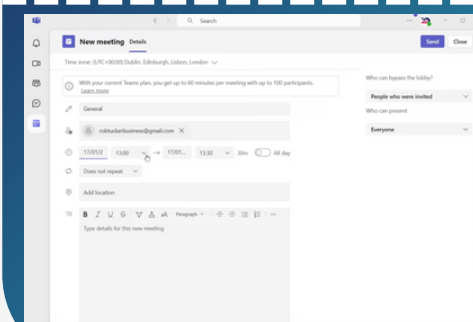
2

Once you opened the app, click on the camera icon. Then, click on SCHEDULE A MEETING.



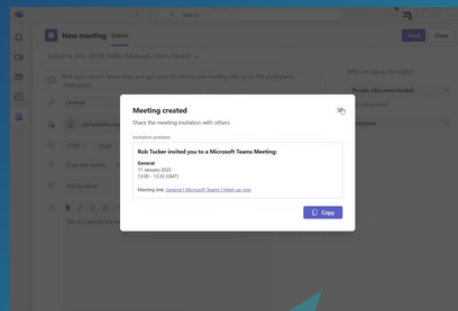
3

Enter your details such as your g-mail, then you can proceed to click SEND.



4

Copy the link, send it through g-mail, outlook, yahoo or whatsapp and press X.



5

Once you complete step 4, you can click on the calendar icon on the middle left side of your screen to see the date set for the meeting.

